

City of Darien
Minutes of the Administrative/Finance Committee
August 1, 2016

The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee member Aldermen Kenny was present. Treasurer Mike Coren and staff members present included City Administrator Bryon Vana, and Assistant City Administrator Paul Nosek.

Ordinances – Amendment to Amusement Tax Ordinance and Amendment to Hotel/Motel Tax Ordinance

Staff advised the Amusement and Hotel/Motel Taxes are not consistent with the City's newly enacted Food and Beverage and Motor vehicle Fuel taxes as it pertains to late filing penalties. The City's Food and Beverage and Motor Vehicle Fuel ordinances include a late payment penalty equal to three percent (3%) of the unpaid tax shall be added for each month, or portion thereof, that such tax remains unpaid or underpaid. There have been some late Amusement Tax payments and the staff is requesting the Council consider revising the Amusement and Hotel/Motel Tax ordinances to be consistent with the other locally collected taxes by including the same late fee penalty language. The Committee unanimously recommended approval of the Ordinances.

Resolution – Authorizing the City to accept a proposal from Gordon Glesch Company Inc. for computer consulting services

Staff advised the City utilizes an outside consultant to maintain its computer networks and systems including all in car police laptops, network servers and field laptops. The current vendor has been working with the City for the last 6 years and staff thought it would be appropriate to obtain quotes for similar services from other vendors. We received 4 proposals from IT firms. Staff reviewed the criteria as well as the results of the bids.

A. Monthly service to include the following:

1. Support on all City machines and networks.
2. Updates of software and patches of software currently used.
3. Proactive alerting and monitoring.

B. Backup and Disaster Recovery Plan to include the following:

1. Daily backups to our onsite device.
2. An option to replicate everything to the cloud as an additional backup.
3. Monthly testing of the systems for performance issues.
4. Quarterly testing of the system for a recovery situation.

C. Initial Setup Costs

1. Initial one-time set up fee to include updating to backup cloud system

<u>Proposals</u>	<u>AIS</u>	<u>Andromeda</u>	<u>Gordon Flesch</u>	<u>Konica</u>
A	\$ 3,076	\$ 4,164	\$3,042	\$4,142
B	\$ 1,050	\$1,000	\$1,060	\$ 868
C	\$ 4,076	\$5,050	\$ -	\$ 4,992

Staff recommends approval of a Resolution approving a proposal from Gordon Flesch Company Inc. for computer consulting services due to the fact that were the lowest monthly bidder, unlimited hours were included in their monthly fee as opposed to Konica. The Committee unanimously recommended approval of the staff recommendation. Staff advised that we will work on a specific contract based on their proposal.

Minutes – May 2, 2016

The minutes were approved as presented.

Adjournment - The meeting adjourned at 6:22pm.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____